



# FAIRFIELD Institute of Management & Technology

Affiliated to GGS IP University, an 'A' Grade College by DHE, Govt. of NCT DELHI,  
Approved by the Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

## NOTICE FOR INTERNAL EXAMINATION

- It is Mandatory for every student to appear for Internal Examinations as no re-Internals (**Practical/Theoretical**) will be conducted for Defaulters.
- Appear for exam only on the Class Link provided by the faculty according to the prescribed date sheet. Do not share your password with any other student for any possible Misuse of Facility provided by the Institutions including Exams.
- Entry for Examination will start from **09:30am** for **1<sup>st</sup> Session** (10:00-11:00) and **12:30pm** for **2<sup>nd</sup> Session** (01:00-02:00).
- The **Link** for the **Google Form** will be shared during the normal lecture hours and will close after the Test time is over. Students must keep a check on the time and in order to avoid any **Technical Issue** they must have an uninterrupted **Network Connection**.
- Submit all the entries related to your Personal information, for example **Name, Enrolment number, Course, Semester** before commencement of Examinations.
- Before attempting the examination please ensure your Desktop/Laptop/Mobile Phone/Handheld Device is free from any technical issue, also ensure that you should have **60Mins** or more of Uninterrupted Network Connection.
- Carve out a quiet test-taking spot with minimal distractions. Keep a **check on time** to finish the test on time.
- Students must note that even though **Video Feed** is **not mandatory** for all but they may be asked **randomly** from the **Invigilators End** to Show their Video Feed.
- Technical Problems/Errors if any arise during the session you are advice not to panic and avoid doing any troubleshooting on your end.
- In case if you feel/find out that there was some Technical Glitch during your test or you have any doubt that your Test Sheet has not been submitted, Please write a mail within 30Mins of Finishing of your test to [fimtnd@gmail.com](mailto:fimtnd@gmail.com) any grievance after which shall not be Entertained.
- In case of any test related Queries, please mail only on [dr.shwetagupta@fairfieldcollege.co.in](mailto:dr.shwetagupta@fairfieldcollege.co.in). No communication send in any other E-Mail-ID or any Telephonic Conversation/Chats shall be entertained.
- Exam rules are very strict and important so it must be considered with priority and any type of negligence is not acceptable.

**EXAMINATION DEPARTMENT**